King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 7 **Inmate Services**	
7.07.002, Legal Workstation	Approved By:	Director John Diaz
	Effective Date:	January 04, 2022
	Reviewed By:	PRC
	Review Date:	December 09, 2021
Distribution:	Document Code No.	

Purpose
To outline the procedures for providing access to legal reference materials for inmates in secure department detention facilities.

Policy
It is the policy of this department to allow inmates the legally required level of access to legal research and reference materials, which shall be available through a subscription contract with a vendor that can provide a legal research database for study and case preparation.

References

RCW:	70.48.071
Department Forms:	Service Request Kite (F-530) DAJD Inmate Information Handbook
Pro-Se Packets:	Criminal and Civil Pro Se One-Time Provision of Supplies and Information Packet

Definitions
Pro Se Inmate: An incarcerated individual who has been authorized by the court to act as their own attorney.
Service Request Kite (F-530): A form that allows inmates to communicate and make requests to various jail staff.
Legal Research Workstation: A dedicated computer, which only allows access to a legal research database. A printer shall be provided for pro se inmates.
Corrections Program Administrator (CPA): An administrative staff member who manages the programs and service deliveries at one or more of the correctional facilities, including the pro se services program.

A. General Guidelines
1. The legal research workstation is established for pro se and represented inmates.
2. Inmates may request access to the workstation to research case law for purposes of case preparation by submitting a white KITE and marking it "Legal Computer Workstation."

3. Criminal pro se inmates have first priority for scheduling of the legal research workstation; with civil pro se inmates having secondary priority; and represented inmates least priority, as staff workload allows, and space is available.
4. Pro se inmates shall:
   a. Provide the department a court order signed by a judge authorizing them to proceed pro se on a criminal case or provide a specific case number for civil pro se status, which shall be verified by Inmate Management Services.
   b. Submit a white KITE to the Legal Computer Workstation for access and scheduling to the system.
   c. Once confirmed by Inmate Management Services, be scheduled access for two (2), two (2) hour workstation sessions per week.
   d. Receive access to the workstation printer.
   e. Request copies from their standby counsel or handwrite them. The department does not provide copy service.
   f. Purchase additional legal materials and/or additional supplies with their own funds through commissary, or if indigent, may request funds from the Department of Public Defense (DPD).
5. Represented inmates shall:
   a. Receive no more than a one (1), one (1) hour workstation session, per week.
   b. Be scheduled on a first come, first serve basis, and only as time permits.
   c. Have no access to the workstation printer.
6. Classification supervisor shall:
   a. Verify all court orders and requests for pro se status.
   b. Add the name of the approved pro se inmate'(s) to the official pro se list and distribute the list.
   c. Ensure Classification System Booking Notes are kept current.
   d. Notify administrative staff to have supplies and a workstation schedule delivered to the pro se inmate.
7. Inmate Management and Services staff shall confirm that the database is online and report any issues promptly by submitting a Help Ticket to KCIT.
8. Unit officers shall:
   a. Review the workstation calendar daily to determine if any inmates they supervise are scheduled.
   b. Arrange for escort of inmates scheduled to the workstation at the designated time(s).
   c. Document any inmate's refusal to attend a scheduled workstation session in the Legal Workstation Logbook.
9. Department staff shall not provide legal advice or assist with research at any time.
10. Any inmate found guilty of tampering with, altering, or damaging the computer workstation may be infracted, denied access, and subject to a criminal charge.
11. Access to the Legal Workstation may be denied, restricted, or suspended if:
    a. Serving a disciplinary sanction due to behavior issues.
    b. Pending a disciplinary hearing or while serving disciplinary restrictive housing time.
    c. As part of a disciplinary sanction that is related to the misuse of or damage to the legal workstation.
    d. When housing placement or designation precludes use of the system (e.g., medical or Psychiatric isolation).
    e. When an emergency code is called and inmate movement is suspended.